

## Additional Vermont DHR Workforce Planning Website Resources

Following are links to workforce planning resources available on other pages of the Department of Human Resources website. Many of these sources will be invaluable in workforce planning in Vermont State Government. We encourage you to use them throughout your workforce planning process. Don't hesitate to contact The Summit staff at [workforceplanning@state.vt.us](mailto:workforceplanning@state.vt.us), or the contact person identified on the other pages of the DHR site.

**Classification Overview** (includes access to job specifications, the job classification process, and pay charts):

<http://humanresources.vermont.gov/services/classification>

(Useful in data collection and analysis, and developing competencies/KSAs.)

**Collective Bargaining Agreements:**

[http://humanresources.vermont.gov/services/labor/collective\\_bargaining\\_agreements](http://humanresources.vermont.gov/services/labor/collective_bargaining_agreements)

(Useful in the early stages when setting direction, and while developing strategies for the plan.)

**Diversity and Equal Employment Opportunity:**

- Diversity Initiatives: [http://humanresources.vermont.gov/services/diversity\\_initiatives](http://humanresources.vermont.gov/services/diversity_initiatives)

- EEO: <http://humanresources.vermont.gov/services/eeo>

(Useful when analyzing workforce data and when generating gap-closing strategies.)

**Personnel Policy and Procedure Manual**

[http://humanresources.vermont.gov/policies/personnel\\_policy\\_procedure\\_manual](http://humanresources.vermont.gov/policies/personnel_policy_procedure_manual)

(Useful when generating gap-closing strategies and implementation plans.)

**Position Management** (including job share, temporary reallocation, interim fill, new positions, transferring positions, etc.):

[http://humanresources.vermont.gov/services/position\\_management](http://humanresources.vermont.gov/services/position_management)

(Useful when generating gap-closing strategies and implementation plans.)

**Recruitment and Hiring** (including advertising and interviewing):

<http://humanresources.vermont.gov/services/recruitment>

(Useful when generating gap-closing strategies and implementation plans.)

**Training and Development** (competencies, training, consulting, and home of the Workforce Planning Toolkit):

<http://humanresources.vermont.gov/training>

(Useful when working with competencies, gap-closing strategies, and implementation plans.)

**Workforce Reports (annual) and Workforce Profiles (quarterly for current fiscal year)**

(located in the documents section of the DHR website, listed alphabetically):

[http://humanresources.vermont.gov/forms\\_publications/documents\\_a\\_z\\_index#W](http://humanresources.vermont.gov/forms_publications/documents_a_z_index#W)

(Useful during the development of the workforce data.)